Internet Use Policy
of the Warsaw Public Library
Central Library of the Masovian Voivodeship

§1
Introduction

1. Access to the Internet shall be understood as access to the Internet via the Internet connection whose subscriber is the Warsaw Public Library - Central Library of the Masovian Voivodeship, and via its network infrastructure – Internet workstations owned by the Library and mobile devices (such as notebooks, tablets, smartphones, eBook readers) owned by the Library or Users (access via the wireless network hotspot.koszykowa.pl).

2. Access data (login and password) is required to gain access to the Internet.

3. Access to the Internet shall be understood as logging in (using the access data) on the Internet workstation or connecting the User’s personal device to the wireless network hotspot.koszykowa.pl and logging in on the Wi-Fi welcome page.

4. The User shall be understood as any individual using the Internet access.

§2
Rights of the User

1. A valid Library Card is required to use the Internet access. The Internet access is free of charge.

2. Access data may be obtained at the Reception Desk upon producing a valid Library Card and a valid ID card.

3. The Internet access shall be used by individuals only for non-commercial purposes unrelated to the business activity being conducted, and shall be granted at the User’s sole risk.

4. The Internet access shall be available during the opening hours of the Library. The use of the Internet shall be limited to three hours per day. This time may be divided freely. There is no possibility of extending the time of the session during the day.

5. The Internet access shall be used primarily for informational and educational purposes. If the number of individuals who wish to use the Internet workstations exceeds the number of these workstations, the Librarian may deny the User access to the Library’s workstation if it is used for other purposes (e.g. entertainment). Failure to follow the directions of the Librarian may result in temporary denial of the User’s privilege to access the Internet.

6. The User shall not pursue any claims for temporary or permanent denial of the User’s privilege to access the Internet. The Library shall not guarantee the minimal speed of the Internet connection or the availability of all the services and web applications.
7. Access to websites is restricted by an automatic filter classifying their content. If the User needs to obtain access to a blocked website, a well-founded request to unblock the website may be submitted electronically at internet@koszykowa.pl. The requests shall be handled within 24 hours, excluding weekends.

8. The Internet access is constantly monitored. The authorized Library staff may monitor the User’s activity in the following ways:

1) for Internet workstations:
   a) automatic saving and archiving of the session metadata (such as the login, the start and end time of the session, and the workstation ID);
   b) automatic saving and archiving of detailed metadata of individual network connections and of User’s website activity information;
   c) automatic capturing and archiving of computer screenshots at set intervals;
   d) real-time monitoring of computer desktop/screen;
   e) real-time monitoring of a list of running applications;
   f) real-time monitoring of statistics of network bandwidth used by individual workstations;
   g) capturing and archiving of network traffic for the purposes of a detailed analysis.

Moreover, in order to improve network security on Internet workstations, network traffic is secured with SSL and is automatically decrypted. Any HTTPS website shall be secured with a certificate issued by the Library.

2) for devices connected to the Library’s Wi-Fi network:
   a) automatic saving and archiving of the login, start and end times of the session, and the IP address of the device;
   b) automatic saving and archiving of detailed metadata of individual network connections and of User website activity information;
   c) real-time monitoring of statistics of network bandwidth used by individual devices;
   d) capturing and archiving of web traffic for the purposes of a detailed analysis;

9. Except for the Internet access on the Internet workstation, the User has the right to use the Library-provided software, work on their personal storage devices, save newly-created and downloaded files on their personal devices, make paid printouts, and use databases licensed to the Library (e.g. EBSCO, Nature, Science, LEX, and others).

10. Users having their own devices shall access the Internet only via the wireless network hotspot.koszykowa.pl. In order to access the wireless network, the device shall be compatible with the 802.11a or 802.11g standard.

11. The Library staff shall not provide assistance with the configuration of the wireless access and shall not troubleshoot technical problems with the User’s device.
§3

Responsibilities of the User

1. The User shall protect their access data – disclosing it to any third party or having more than just one login is unacceptable.

2. The User shall vacate the Internet workstation when asked by the Librarian.

3. Prohibited use of the Internet access includes, but is not limited to:
   1) violating the Polish Act on Copyright;
   2) browsing and disseminating pornographic or violent content, or content that promotes terrorism, racism etc.;
   3) distributing advertising materials;
   4) downloading and disseminating malicious software (malware);
   5) impersonating other Users;
   6) attempts to gain access to any network resources to which the User is not authorized;
   7) attempts to bypass security and monitoring systems (e.g. change of the automatically assigned IP address and the use of tunnels, proxy servers, anonymizers etc.);
   8) using the Library network to host online services;
   9) sharing the Internet access via repeaters, routers etc.;
  10) devastating the Internet workstations owned by the Library;
  11) consuming food and liquids at the Internet workstations;
  12) using the Internet workstation under the influence of alcohol or intoxicants;
  13) using the Internet workstations or User’s personal devices in a way that may interfere with other Users;
  14) modifications of the Library-owned software and its configuration;
  15) attempts to pass the Internet access time limits;
  16) unauthorized troubleshooting problems with software and hardware owned by the Library;
  17) any other activities that violate applicable law or that would pose a risk to the Internet access and the IT infrastructure of the Library.

4. The User shall be fully liable for any damage arising from the use of local or remote computer systems and for any other damage or abuses committed via the Internet access.
5. Policy violations shall result in the denial of the Internet access. A decision whether to deny the User’s privilege to access to the Internet shall be made at the discretion of a network administrator upon collecting and analyzing materials confirming the aforementioned violations.

6. Network traffic in the wireless access to the Internet is unsecured and may be intercepted by other Users of the wireless network. Therefore, when using websites and services containing confidential data (such as electronic mail accounts, bank accounts etc.), the User is advised to use encrypted protocols (e.g. https, pop3s, ssmtp). The Library shall not be liable for any damage arising from a failure to observe the aforementioned recommendation.

7. When working on Internet workstations, the User should save newly-created or downloaded files regularly on their personal device. Saved or unsaved files shall be deleted from the hard drive upon the end of the session or upon power supply interruption etc. The Library shall not be liable for any damage arising from a failure to observe the aforementioned recommendation.

8. If any damage to hardware or software is noticed, the User shall notify the Library thereof promptly. Any information about malicious software shall be reported to the Librarian staff.

9. The User shall turn off or log off the Internet workstation at the end of the session.

§4

Final Provisions

1. The Library shall not be liable for any data stored on the computer hard drive, including passwords, personal details, confidential data etc. and for any loss arising from it.

2. The Library may require the User to compensate the Library for any damage arising from the violation of this Policy.

3. This Policy shall not replace nor preclude the application of the law in force.

4. All the remarks and suggestions concerning the Internet access, Internet workstations, and the installed software may be submitted electronically at internet@koszykowa.pl.

5. This Policy shall not be changed without giving prior notice.

6. By using the Internet access, the User agrees to the terms and conditions of this Policy.

7. Failure to read this Policy shall not release the User from any liability.

8. Any matters not regulated herein fall within the competence of the Library Administration.